

**CLASS TITLE: General Foreman of Motor Truck Drivers**

**CHARACTERISTICS OF THE CLASS:** Under direction, directs and oversees the operation and assignment of Motor Truck Drivers (MTDs) within various City departments; performs related duties as required.

**ESSENTIAL DUTIES:** Assigns, schedules and supervises foremen to ensure adequate coverage of all operations; supervises the preparation of work schedules and truck routing for personnel and equipment; conducts on-site observations of personnel, equipment and facilities to ensure efficiency of operations; directs and assigns towing vehicles to retrieve inoperable equipment; meets periodically with foremen to review safety procedures, analyze equipment condition and prepare route modifications; reviews and monitors operating reports, requests for repair, and leasing and repair invoices; directs and supervises the movement of impounded vehicles to auction sites; investigates accidents involving City-owned and contracted vehicles and complaints of alleged damage to towed vehicles; assists in the preparation and review of equipment specifications; ensures new MTDs attend safety training programs; reviews and interprets departmental policies and procedures; reviews and initiates corrective action or progressive disciplinary procedures as required; oversees the preparation of daily assignment sheets, project summaries and work activity reports; oversees the call-out procedures of personnel during snow removal operations and other emergencies.

**RELATED DUTIES:** Issues parking violations to illegally parked vehicles for towing purposes; verifies types and amount of waste disposal transported to landfill or transfer sites; may supervise the activities of subordinate personnel at motor maintenance facilities; monitors daily fuel consumption reports and orders fuel as necessary.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Three years of progressively responsible experience in the operation of automotive equipment including one year of supervisory experience, or an equivalent combination of training and experience. A valid State of Illinois Class "A" or "B" Commercial Driver's License is required.

Knowledge, Abilities and Skill. Considerable knowledge of the operations and general maintenance of automotive equipment. Considerable knowledge of traffic laws and regulations. Considerable knowledge of safety procedures and methods of accident prevention.

**CLASS TITLE: General Foreman of Motor Truck Drivers (Cont'd)**

Ability to plan, assign, supervise and inspect the work of subordinate personnel. Ability to develop routing plans and schedules. Ability to prepare accident investigation and work activity reports. Ability

to develop and conduct training for new employees.

Considerable skill in the operation of a wide variety of automotive equipment. Considerable skill in developing effective work schedules and truck routing plans. Good oral and written communication skills.

Physical Requirements. Ability to lift and carry up to 10 lbs. occasionally. Ability to climb stairs occasionally. Requires occasional physical movement and physical ability in the use of fingers, limbs, feet and body.

Working Conditions. May be exposed to noise, dust or fumes and unfavorable atmospheric conditions or extreme temperatures.

Equipment. Various automotive and power equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 1995